



Privacy Impact Assessment

Financial Processing Center General Support System (FPC GSS)

Revision: 1.2
**Food Safety and Inspection
Service (FSIS)**

Date: February 2009





Document Information

Owner Details	
Name	Frederic Marks
Contact Number	301-344-0759
E-mail Address	frederic.marks@fsis.usda.gov

Revision History			
Revision	Date	Author	Comments
1.0	February 2008	Kevin O'Donovan for Dakota Consulting	Initial Version
1.1	May 2008	John Arrington	
1.2	February 2009	Christopher Douglas	Converting to new '08 template

Distribution List			
Name	Title	Agency/Office	Contact Information



Table of Contents

1	SYSTEM INFORMATION	1
2	DATA INFORMATION	3
2.1	Data Collection	3
2.2	Data Use	4
2.3	Data Retention	5
2.4	Data Sharing	6
2.5	Data Access	6
2.6	Customer Protection	7
3	SYSTEM OF RECORD	8
4	TECHNOLOGY	8
5	COMPLETION INSTRUCTIONS	9



1 System Information

System Information	
Agency:	Food Safety and Inspection Service (FSIS)
System Name:	Financial Processing Center (FPC)
System Type:	<input type="checkbox"/> Major Application <input checked="" type="checkbox"/> General Support System <input type="checkbox"/> Non-major Application
System Categorization (per FIPS 199):	<input type="checkbox"/> High <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Low
Description of System:	<p>The United States Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS), Office of Management (OM), Chief Financial Officer (CFO), Financial Management Division (FMD), operates the Financial Processing Center (FPC), which is responsible for entry, verification, authorization, and processing of FSIS payroll and field payroll, travel and procurement payment documents representing approximately \$500 million in salary payments, \$20 million in travel reimbursements, and the annual collection of \$100 million in revenues. The FPC was created in late 1996 as part of the reorganization of FSIS. As the FSIS national center for data processing and financial services, it supports approximately 9,500 permanent and 1,000 temporary Agency employees throughout the United States. Specifically, the FPC is responsible for the entry, verification, authorization, processing, and document management of field payroll, travel, billing, collections, debt management, and miscellaneous payments. This represents approximately \$900 million, of which, approximately \$90 million are reimbursements collected from the regulated industry for overtime, holiday, and non-mandatory services. The FPC provides financial information in various formats to the offices throughout the Agency and responds to inquiries and audits upon request.</p>
Who owns this system? (Name, agency, contact information)	<p>Frederic I. Marks Director, Financial Management Division Office of Management, Office of Chief Financial Officer Food Safety and Inspection Service, USDA 5601 Sunnyside Avenue, Room 2-1290 Beltsville, Md. 20705-5262 Office Phone: 301-344-0759 frederic.marks@fsis.usda.gov</p>
Who is the security contact for this system? (Name, agency, contact information)	<p>Doug Wike IT Specialist, (Team Leader) FSIS/OPEER/OCIO/CNSD/PCCSB 515-334-2003 douglas.wike@fsis.usda.gov</p>



Privacy Impact Assessment for Financial Processing Center
Sensitive Security Information

Who completed this document? (Name, agency, contact information)	Doug Wike IT Specialist, (Team Leader) FSIS/OPEER/OCIO/CNSD/PCCSB 515-334-2003 douglas.wike@fsis.usda.gov
--	---

2 Data Information

2.1 Data Collection

No.	Question	Response
1	Generally describe the data to be used in the system.	<p>The United States Department of Agriculture (USDA) Food Safety and Inspection Service (FSIS) Financial Processing Center (FPC), is responsible for the entry, verification, authorization, processing, and document management of payroll, travel, billing, collections, debt management, and miscellaneous payments.</p> <p>It supports approximately 9,500 permanent and 1000 temporary Agency employees throughout the United States. The FPC provides financial information in various formats to the offices throughout the Agency and responds to inquiries and audits upon request.</p> <p>The FPC processes and issues summary reports for processing of egg products for the FSIS Technical Service Center (TSC) and USDA National Agricultural Statistics Service (NASS).</p> <p>The FPC is the electronic repository for all Field Operations Enforcement Review cases, Humane Handling, and Exempt Establishment Reviews. They are also the electronic repository for OM's Ethic forms, agency T&A's and 5110's.</p>
2	Does the system collect Social Security Numbers (SSNs) or Taxpayer Identification Numbers (TINs)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 3.
2.1	State the law or regulation that requires the collection of this information.	Pathogen Reduction and Hazard Analysis and Critical Control Point (HACCP) rule. The HACCP regulations set forth in Title 9 of the Code of Federal Regulations (CFR) part 417.
3	Is the use of the data both relevant and necessary to the purpose for which the system is being designed? In other words, the data is absolutely needed and has significant and demonstrable bearing on the system's purpose as required by statute or by Executive order of the President.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4	Sources of the data in the system.	From employees, vendors supplying FSIS with goods and services, business that produce goods for the public that are monitored by FSIS.
4.1	What data is being collected from the customer?	None



Privacy Impact Assessment for Financial Processing Center Sensitive Security Information

No.	Question	Response
4.2	What USDA agencies are providing data for use in the system?	National Finance Center Travel and Payroll data is downloaded to the FPC for reporting, validating, and history. Some information used in FPC comes from NITC.
4.3	What state and local agencies are providing data for use in the system?	State Inspectors submit forms to the FPC for processing charges to the Plant.
4.4	From what other third party sources is data being collected?	None
5	Will data be collected from sources outside your agency? For example, customers, USDA sources (i.e., NFC, RD, etc.) or Non-USDA sources.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 6.
5.1	How will the data collected from customers be verified for accuracy, relevance, timeliness, and completeness?	The processors verify the data for accuracy as it input into the system.
5.2	How will the data collected from USDA sources be verified for accuracy, relevance, timeliness, and completeness?	The processors verify the data for accuracy as it input into the system.
5.3	How will the data collected from non-USDA sources be verified for accuracy, relevance, timeliness, and completeness?	The processors verify the data for accuracy as it input into the system.

2.2 Data Use

No.	Question	Response
6	Individuals must be informed in writing of the principal purpose of the information being collected from them. What is the principal purpose of the data being collected?	This information is used for payroll, benefits management and collections of fines and penalties.
7	Will the data be used for any other purpose?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 8.
7.1	What are the other purposes?	Not applicable
8	Is the use of the data both relevant and necessary to the purpose for which the system is being designed? In other words, the data is absolutely needed and has significant and demonstrable bearing on the system's purpose as required by statute or by Executive order of the President.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9	Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected (i.e., aggregating farm loans by zip codes in which only one farm exists.)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 10.



Privacy Impact Assessment for Financial Processing Center
Sensitive Security Information

No.	Question	Response
9.1	Will the new data be placed in the individual's record (customer or employee)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.2	Can the system make determinations about customers or employees that would not be possible without the new data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9.3	How will the new data be verified for relevance and accuracy?	Not applicable
10	Individuals must be informed in writing of the routine uses of the information being collected from them. What are the intended routine uses of the data being collected?	Quality control measures through spot checking and reporting.
11	Will the data be used for any other uses (routine or otherwise)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 12.
11.1	What are the other uses?	Not applicable
12	Automation of systems can lead to the consolidation of data – bringing data from multiple sources into one central location/system – and consolidation of administrative controls. When administrative controls are consolidated, they should be evaluated so that all necessary privacy controls remain in place to the degree necessary to continue to control access to and use of the data. Is data being consolidated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 13.
12.1	What controls are in place to protect the data and prevent unauthorized access?	Windows Active Directory controls are used to prevent users from access information that they are not authorized to use.
13	Are processes being consolidated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 14.
13.1	What controls are in place to protect the data and prevent unauthorized access?	Not applicable

2.3 Data Retention

No.	Question	Response
14	Is the data periodically purged from the system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 15.
14.1	How long is the data retained whether it is on paper, electronic, in the system or in a backup?	Data is maintained for a set period of time and then archived.
14.2	What are the procedures for purging the data at the end of the retention period?	Data is archived according to SOPs.
14.3	Where are these procedures documented?	SOPs detail the processes for eliminating data; these SOPs are maintained on FPC file servers.



Privacy Impact Assessment for Financial Processing Center Sensitive Security Information

No.	Question	Response
15	While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?	Data is downloaded to update the system or is reviewed through reporting.
16	Is the data retained in the system the minimum necessary for the proper performance of a documented agency function?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2.4 Data Sharing

No.	Question	Response
17	Will other agencies share data or have access to data in this system (i.e., international, federal, state, local, other, etc.)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 18.
17.1	How will the data be used by the other agency?	Not applicable
17.2	Who is responsible for assuring the other agency properly uses the data?	Not applicable
18	Is the data transmitted to another agency or an independent site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 19.
18.1	Is there appropriate agreement in place to document the interconnection and ensure the PII and/or Privacy Act data is appropriately protected?	Not applicable
19	Is the system operated in more than one site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 20.
19.1	How will consistent use of the system and data be maintained in all sites?	Not applicable

2.5 Data Access

No.	Question	Response
20	Who will have access to the data in the system (i.e., users, managers, system administrators, developers, etc.)?	FPC employees and administrators.
21	How will user access to the data be determined?	Users are the employees of the FPC. The users are responsible for different phases of financial processing for FSIS. Access to information is based on the role of the user.
21.1	Are criteria, procedures, controls, and responsibilities regarding user access documented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Privacy Impact Assessment for Financial Processing Center
Sensitive Security Information

No.	Question	Response
22	How will user access to the data be restricted?	Windows Active Directory controls are used to prevent users from access information that they are not authorized to use.
22.1	Are procedures in place to detect or deter browsing or unauthorized user access?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
23	Does the system employ security controls to make information unusable to unauthorized individuals (i.e., encryption, strong authentication procedures, etc.)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2.6 Customer Protection

No.	Question	Response
24	Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface (i.e., office, person, departmental position, etc.)?	
25	How can customers and employees contact the office or person responsible for protecting their privacy rights?	
26	A "breach" refers to a situation where data and/or information assets are unduly exposed. Is a breach notification policy in place for this system?	<input checked="" type="checkbox"/> Yes – If YES, go to question 27. <input type="checkbox"/> No
26.1	If NO, please enter the Plan of Action and Milestones (POA&M) number with the estimated completion date.	
27	Consider the following: <ul style="list-style-type: none">Consolidation and linkage of files and systemsDerivation of dataAccelerated information processing and decision makingUse of new technologies Is there a potential to deprive a customer of due process rights (fundamental rules of fairness)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 28.
27.1	Explain how this will be mitigated?	Not applicable
28	How will the system and its use ensure equitable treatment of customers?	Not applicable
29	Is there any possibility of treating customers or employees differently based upon their individual or group characteristics?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 30
29.1	Explain	

3 System of Record

No.	Question	Response
30	Can the data be retrieved by a personal identifier? In other words, does the system actually retrieve data by the name of an individual or by some other unique number, symbol, or identifying attribute of the individual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 31
30.1	How will the data be retrieved? In other words, what is the identifying attribute (i.e., employee number, social security number, etc.)?	The data is retrieved by personal identifiers so that each individual is unique. SSNs are used to retrieve data, as are names.
30.2	Under which Systems of Record (SOR) notice does the system operate? Provide number, name and publication date. (SORs can be viewed at www.access.GPO.gov .)	SORN USDA/OP-1
30.3	If the system is being modified, will the SOR require amendment or revision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

4 Technology

No.	Question	Response
31	Is the system using technologies in ways not previously employed by the agency (e.g., Caller-ID)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, the questionnaire is complete.
31.1	How does the use of this technology affect customer privacy?	Not applicable



5 Completion Instructions

Upon completion of this Privacy Impact Assessment for this system, the answer to OMB A-11, Planning, Budgeting, Acquisition and Management of Capital Assets, Part 7, Section E, Question 8c is:

1. Yes.

PLEASE SUBMIT A COPY TO THE OFFICE OF THE ASSOCIATE CHIEF
INFORMATION OFFICE FOR CYBER SECURITY.



Privacy Impact Assessment Authorization

Memorandum

I have carefully assessed the Privacy Impact Assessment for the

Financial Processing Center General Support System

(System Name)

This document has been completed in accordance with the requirements of the E-Government Act of 2002.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

Frederic Marks
System Owner

Date

Agency's Chief FOIA officer
OR Senior Official for Privacy
OR Designated privacy person

Date

Janet Stevens
FSIS OCIO

Date